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PERSONNEL OFFICE SURVEY REPORT

I. ORGANIZATIONAL COMPONENT:

- A. Office of Communications
- B. Administrative Staff
- C. Personnel Branch
- D. Office of Chief

II. BRIEF FUNCTIONAL STATEMENT - Including Reporting Authority, Number of Personnel Currently Assigned to Component and Proposed Personnel Requirements

The Personnel Branch is under the general supervision of the Chief, Administrative Staff and is responsible for planning, coordinating and implementing the internal personnel support program for the O/C.

There are three people currently assigned to the Office of the Chief, Personnel Branch, namely, [REDACTED] Branch Chief; Mr. [REDACTED] Assistant Branch Chief; and Miss [REDACTED] Secretary. The proposed Table of Organization request submitted by the Office of Communications for the Personnel Branch, Office of Chief, provided for three positions.

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III. DETAILED FUNCTIONAL RESPONSIBILITIES CURRENTLY ASSIGNED TO THIS ORGANIZATIONAL COMPONENT

A. Chief, Personnel Branch

1. Conducts continuing liaison with O/C Divisions and Staff Chiefs regarding problems of general personnel management and frequent liaison with other components of CIA which have O/C personnel on their Tables of Organization. In addition, maintains continuing liaison with the Central Personnel Office and other DD/A components.
2. Participates with Chief, Administrative Staff and the OSB in developing the internal personnel policy for O/C.
3. Implements the Agency's personnel policies and procedures as well as the O/C personnel program, insuring uniformity throughout the organization (Departmental and Foreign Field).

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4. Develops present and projected personnel requirements including strength by various occupations and qualifications which determine priority for certain critical or specialized type personnel.
5. Furnishes to O/C Career Service Board through the Assistant Chief, technical personnel advice and guidance as affects all categories of O/C personnel.
6. Provides solutions for unusual personnel problems pertaining to the support of employees and dependents who are residing in foreign areas.
7. Supervises the day-to-day activities of the Personnel Branch.
8. Serves as the O/C Evaluation Officer for the Personnel Evaluation Report program.
9. In the absence of the Chief, Administrative Staff or of his Deputy, serves in that capacity.
10. Serves as responsible officer for all sensitive personnel cases (████████ classification).

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**B. DEPUTY CHIEF, Personnel Branch**

1. Serves as full Assistant to the Chief, Personnel Branch, and in his absence serves in that capacity.
2. Provides direct supervision of the Foreign Sections.
3. Serves as Executive Secretary of the O/C Career Service Board and as the Administrative Staff advisor to the Board on personnel and related administrative matters.
4. Serves as Training Officer for O/C Personnel Evaluation Report program.

**C. SECRETARY**

1. Provides general secretarial and clerical support to the Chief and Assistant Chief, Personnel Branch, such as
  - a. Takes and transcribes dictation for intra-office and intra-Agency and field correspondence from Chief and Assistant Chief.
  - b. Receives personal and telephone calls to the office.
  - c. Arranges appointments and conferences for Chief and Deputy Chief and performs related duties as assigned.

*d. Controls and issues all pseudonyms for O/C*

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